

This guide is intended to clarify the process and requirements for Outdoor Seating Areas in Public Streets (i.e. sidewalk patios). Please refer to the application form for detailed application requirements.

Permitted Locations

- Elizabeth Street, from Northridge Drive to Centre Avenue;
- McRae Street, from Centre Avenue to Alberta Avenue;
- North Railway Street, from McRae Street to Lineham Avenue;
- Elma Street, from Northridge Drive to Clark Avenue; and
- Elk Avenue, from Elizabeth Street to Elma Street.

Design Requirements

- Must be level with the sidewalk and wheelchair accessible;
- Must be surrounded by a railing on all sides facing traffic;
- Must be constructed of a durable material and be level with a low slip surface
- Location of Outdoor Seating Areas should be sensitive to existing street furniture and boulevard trees. In general, street furniture will not be moved. If moving of furniture is permitted, all costs will be borne by the applicant;
- Colours should complement the building facing the Outdoor Seating Area;
- No smoking is permitted on any Outdoor Seating Area;
- Outdoor Seating Areas within the parking lane are preferred over those that would require redirecting the sidewalk (any situations requiring a boardwalk will be dealt with on a site specific basis);
- Should be located to minimize parking stall loss;
- Planters should be used to buffer the edge of the Outdoor Seating Area from parking stalls;
- Planters and Outdoor Seating Areas must be well maintained and any hazards must be immediately addressed;
- Outdoor Seating Areas may not be fixed to the curb, sidewalk, or road surface in any permanent fashion;
- Outdoor Seating Areas railings over on the sidewalk must be easily removable and pose no trip hazard;
- Outdoor Seating Areas should be no wider than 2.5m in the parking lane (this may vary based on location)
- Boardwalks in the parking lane must be 2.5m wide.
- Boardwalk entrances may have a maximum of 45 degree diversion corner

Outdoor Seating Areas in Public Streets must not:

- be installed so as to obstruct or impede free and clear vision for motorists and pedestrians and in so doing create a traffic hazard;
- interfere with, or cause confusion with, any authorized sign, signal or traffic control device and in so doing create a traffic hazard;

- impede pedestrians from using the sidewalk system;
- create any other safety issue under the regulations of the Town of Okotoks Traffic Bylaw or the Traffic Safety Act, RSA 2000; or
- cause any damage to any Town owned trees (through installation, placement or removal) or result in any pruning to improve visibility of Outdoor Seating Areas.

The Outdoor Seating Area shall not extend onto the sidewalk or street right-of-way/parking area in front of an adjacent business unless written agreement from the adjacent business is provided to the Town of Okotoks.

Approval Process

Step 1: Pre-application Meeting: Contact the Town to request a pre-application meeting.

Step 2: Background Work:

- Consider contacting neighbours who may be affected before you submit your application as a way to identify and address any potential concerns.
- Check with Alberta Health Services to make sure your proposed food service meets regulations.
- Check with the Alberta Gaming and Liquor Commission (AGLC) to make sure your proposed alcohol service meets regulations.

Step 3: Submit your application. The Town will try to expedite applications where possible; however issues may arise that hadn't previously been considered.

Step 4: Approval: Approvals can be granted for one or two summer seasons with a simplified renew process for subsequent years. For final approval a license of occupation must be signed and proof of insurance must be provided to the Town.

Step 5: Final Inspection - After the patio is installed please call for a final inspection. Each year you will need to call for an inspection, both after the installation of the patio and after its removal.